

## **TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This is responsible work in the training of Fire Department Personnel and is a rank equivalent to Fire Captain.

This class encompasses a highly responsible position in the fire service, the primary duties of which include developing a training program to meet department needs, assembling or developing training materials, and serving as an instructor for training courses. Employee of this class evaluates the performance of department employees during training and maintains records required to document the activity of the Training Division. This is a specialty class in the fire department and the employee of this class has supervisory responsibility over line personnel only when they are temporarily involved in training activities. The Training Officer reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training classes, either in the classroom, at the drill field, or at the fire station, in the following areas: fire fighting; forcible entry; use of protective breathing apparatus; emergency medical procedures; ropes; hoses; fire streams; hydraulics; ladders; ventilation; pre-fire planning; inspection; rescue; sprinklers and standpipes; communications; safety; fire attack; water supplies; extinguishers; salvage and overhaul; pump operations; driving fire equipment; hazardous materials; fire fighting apparatus, tools, and equipment; laws applicable to fire service operations, or any other related subject assigned or required.

Prepares lesson plans, training material, and training tests. Administers and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for change in the training program. Responds to fires to make notes for use in training.

Personally completes all forms and records required to document the activity of the Training Department. Files records and reports as required.

Supervises all department employees when they are assigned for training, evaluates their performance during training, discusses

evaluations with employees and their superiors, writes and evaluates reports.

Performs other related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by filing deadline for applications for admission to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and being a qualified elector of the State of Louisiana.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have at least three (3) years fire fighting experience and must have served in a rank equivalent to Engineer (Operator) for not less than one (1) year.

Must be a resident of the parish at the time of employment or become a resident before being confirmed to the position.

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|     | 03-02-93 |
|     | 10-24-94 |
|     | 02-01-95 |